GPC Training Refresher

- To Access GPC Refresher Training, go to the “ATRRS” website to register to access/complete the DAU courses https://www.atrrs.army.mil/channels/aitas/
- Follow instructions on website: ATRRS Help Desk (703-695-2353)
- Select "Apply for Training“
- Select "I Agree“
- Please Select Your Category
- Click the Circle Button next to “CAC”, Select the correct CAC certificate and click “Okay”
- Click the Circle Button next to “Continuous Learning Modules” then individually apply for:
  - Government Purchase Card Refresher Course" CLG 004 and
  - “Ethics and Procurement Integrity for the Acquisition Workforce” Course FAC043 and
  - Billing Officials must also take: Certifying Officer Legislation training CLG006
- Review Module from the “drop-down-box”
- Click the “Search” Button”
- Edit the Application information if necessary and then click “Submit Application;” You should receive emails from ATRRS and DAU in the next few hours providing you with further instructions about logging into the websites (https://learn.dau.mil) to take the required training. During the course, please complete the periodic review questions
- Complete the Final Exam/Test (requires a minimum score of 100% and may be taken as many times as necessary to achieve the score) A Certificate is available from DAU after the Final Exam/Test is successfully completed
- Print or Save the Certificate of Completion with the updated date ---- DAU help desk (1-866-568-6924)
- Email or FAX Certificate of Completion for GPC Refresher Training to DOC GPC APC at:
  usarmy.sill.acc-micc.mbx.credit-card-inbox@mail.mil or FAX 580-442-3819

Department of Defense (DOD) GPC Training

- ***IMPORTANT: Provide a copy of "Certificate of Completion" of DoD GPC Training to MICC APC as verification of completion.***
- ***For assistance, contact the DAU HELP DESK at dauhelp@dau.mil or at 1-866-568-6924 (Toll Free) or 703-805-3459 (Commercial) or DSN 655-3459. When calling in, select option 1 for DAU Virtual Campus Courses. The DAU HELP DESK is manned Monday through Friday, 0600-1800 EST.***
- ***MICC GPC APC may be contacted by***
  - ***Phone: 580-442-5229***
  - ***FAX: 580-442-3819***
  - ***or E-mail: usamy.sill.acc-micc.mbx.credit-card-inbox@mail.mil***